

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Hiring
Section No. : 11

Effective Date: 03/18/02
Supersedes Policy: #11 - 01/01/97
#12 - 09/25/86

I. PURPOSE

It is the objective of the Board of Supervisors to provide for an efficient and effective hiring process that promotes equal employment opportunity and ensures a qualified workforce.

II. SCOPE

This policy applies to all full-time and part-time positions and employees.

III. DEFINITIONS

A. Application Closing Date

Application closing date is defined as the last date that an application may be received by the Human Resources Department in order for an applicant to be considered in a recruitment process.

B. Application

Application is defined as the official Fauquier County General Government form which must be submitted in order to be considered for a recruited position vacancy.

C. External Recruitment

External recruitment is defined as a process that permits any interested individual to apply for announced position vacancies.

D. Hiring Authority

Hiring authority is defined as a Department Head/Constitutional Officer or other manager/supervisor making the final hiring decision.

E. Internal Recruitment

Internal recruitment is defined as a process that permits only current Fauquier County Government and Public School Division employees to apply for posted

position vacancies. Full-time, part-time and temporary employees may apply for positions announced as internal recruitments.

F. Job Announcement

A job announcement is defined as an advertisement to fill a vacant position.

G. Recruitment

Recruitment is defined as the component of the hiring process that notifies individuals of job availability.

H. Relative

For the purposes of hiring, a relative is defined as the employee's spouse; children, including step-children and foster children; parents, including step-parents; parents-in-law; grandparents; grandparents-in-law; sons-in-law; daughters-in-law; grandchildren; brothers, including step-brothers; brothers-in-law; sisters, including step-sisters; sisters-in-law; and/or any relative, either by blood or marriage, living in the employee's household.

I. Screening

Screening is defined as the process of reviewing an applicant pool to determine which applicants shall be interviewed.

J. Selection

Selection is defined as the final determination of the best-suited individual to fill an advertised position vacancy.

K. Selection Panel

A selection panel is defined as the group of individuals that interview job applicants for hire or referral to the hiring authority.

IV. **PROCEDURES**

A. Equal Opportunity Employer

The County is an equal opportunity employer and shall recruit the best-qualified applicants for available position vacancies without regard to sex, race, color, religion, national origin, age, disability or other non-job related factors.

B. Persons With Disabilities

When requested, departments must provide reasonable accommodation throughout the application and selection process to persons with disabilities.

C. Types of Recruitment

Hiring authorities have the discretion of utilizing an internal or external recruitment process to fill vacant positions.

D. Application Screening

Hiring authorities or designees shall screen applications consistently according to the qualifications established for the position.

E. Interviews

Interviews may be conducted by:

- a. the hiring authority;
- b. persons designated by the hiring authority; and/or
- c. a selection panel.

F. Applicant Travel Reimbursement

The approval of the County Administrator shall be required prior to reimbursing interviewed applicants for a portion of or all travel expenses.

G. Rejection of Applicants

The County reserves the right to reject applicants for any lawful reason. Causes for rejection of an applicant may include, but are not limited to the following examples:

- a. the applicant does not meet the basic and necessary requirements specified in the job announcement.
- b. The applicant has falsely stated any material fact or has attempted to practice deception or fraud in his/her resume or application.
- c. The applicant is dependent or addicted to the excessive use of controlled substances or intoxicating beverages.
- d. The applicant has been found guilty of a felony, misdemeanor, or

of a crime involving moral turpitude or of disgraceful conduct such as to render him/her unfit, in the judgment of the hiring authority and the Human Resources Director, for the position for which he/she is applying.

- e. The post-offer applicant, as determined by a County Government designated physician, has a disqualifying disease or defect, mental or physical, that would prevent the applicant from satisfactorily performing the duties of the position.
- f. The applicant has a record of previous unsatisfactory service in County/School employment or elsewhere.
- g. The applicant has used or attempted to use, prior to, during or subsequent to the recruitment process, fraud or pressure of any kind for the purpose of obtaining a position.

H. Examinations

- 1. Job-related entrance and promotional examinations may be used to determine the most qualified applicant for a position. The hiring authority shall consult with the Human Resources Director prior to implementing an examination program.
- 2. Certain high-risk positions may require a post-offer physical examination as set forth in Human Resources policy.

I. Reference, Credit History And Criminal Background Checks

- 1. Employment reference checks shall be conducted on each applicant selected for hire.
- 2. Departments may require credit history or criminal background checks prior to employment in certain positions, based on the nature of the positions.

J. Employment of Relatives

Hiring authorities may select an individual who has relatives employed by the County provided the individual is not:

- a. directly supervised by a relative, or in the relative's chain of command;
- b. within the same division of the department as the relative; or

- c. in a number two position in the department where even in a temporary situation, one relative would be supervising the other.

K. Selection

An applicant shall be considered an employee of the County only after he/she has been tendered a final offer of employment, the offer has been accepted, established pre-employment conditions have been satisfied, and he/she has reported for work on the day and time specified by the hiring authority.

L. Relocation Expenses

The approval of the County Administrator shall be required prior to reimbursing a selected candidate for a portion of or all relocation expenses.

M. Use Of An Existing Applicant Pool To Fill A Vacancy

If an advertised position is filled and vacated within a sixty (60) day time period, the hiring authority may use the existing applicant pool to select another applicant for hire.

N. Promotions, Transfers and Voluntary Demotions

1. Vacancies in positions that would provide for internal promotion shall be filled, as far as practical, by promotion from lower classes without regard to departmental lines.
2. The procedures of this policy shall be used for all competitive promotions, transfers and voluntary demotions.